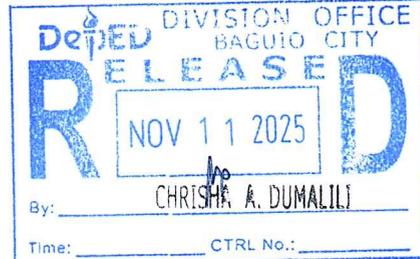




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



November 11, 2025

**DIVISION MEMORANDUM**

No. 717-2025

**NOTICE OF MEETING: TECHNICAL ASSISTANCE ON IDENTIFIED SCHOOLS**

To: OIC-Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Unit / Section Heads  
 Public Elementary and Secondary Schools  
 Others Concerned

1. Relative to the Key Result Area (KRA) of the Schools Division Office to conduct monitoring and evaluation and provide Technical Assistance to both public and private schools, this office reminds all functional division chiefs, unit heads, and supervisors to ensure such activity done before the last quarter of this calendar year ends.
2. To ensure that school implementation of operations and curriculum-related accountabilities are without gaps, there will be a meeting with the identified personnel on **November 20, 2025, 2:00 PM at the 2<sup>nd</sup> floor Mini Conference.**
3. The meeting participants are as follows:

<b>Name</b>	<b>Position</b>
Carmel F. Meris	Assist. Schools Division Superintendent
Juliet C. Sannad	CID Chief Education Supervisor
Niño M. Tibangay	SGOD Chief Education Supervisor
Nieves D. Ebanio	Administrative Officer V
Belen R. Tomin	Budget Officer IV
Lilibeth G. Degsi	Accountant III
Annette L. Doyaoen	Attorney III
Harris G. Dizon Jr.	IT Officer I
Jerry C. Ymson	Education Program Supervisor
Jimmy S. Santos	SEPS – Planning and Research
Jovelyn Petra T. Balantin	SEPS – HRDS
Lillie Addag-Vinluan	School Head – San Vicente ES
Jane Marie M. Ngolab	School Head – Mil-an NHS
Valeriano B. Accad	School Head – Loakan ES
Wilma S. Biteng	School Head – Mabini ES
Mary Silatoc	School Head – Pinsao ES



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4. The meeting agenda is as follows, and the following schools are initially identified for TA in the specified components:

<b>Schools</b>	<b>Areas of Concerns</b>	<b>M &amp; E and TA Providers</b>
a. San Vicente Elementary School	• Instructional Supervision and Literacy	<b>Juliet C. Sannad</b> CID Chief Education Supervisor
b. Mil-an National High School	• Curriculum-related Concerns	
c. Loakan Elementary School	• School Operations Matters and School Canteen	<b>Niño M. Tibangay</b> SGOD Chief Education Supervisor
d. Mabini Elementary School		<b>Jerry C. Ymson</b> Education Program Supervisor
e. Pinsao Elementary School	• Legal and Procurement	<b>Annette L. Doyaoen</b> Attorney III BAC Secretariat Head
	• ICT	<b>Harris G. Dizon Jr.</b> IT Officer I
	• Personnel	<b>Nieves D. Ebanio</b> Administrative Officer V
	• Financial concerns	<b>Belen R. Tomin</b> Budget Officer IV <b>Lilibeth G. Degsi</b> Accountant III
	• LAC Session	<b>Jovelyn Petra T. Balantin</b> SEPS - HRDS
	• School Improvement Plan (SIP)	<b>Jimmy S. Santos</b> SEPS – Planning and Research

5. Immediate dissemination of this Memorandum is desired.

**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent